Appendix A. Mandatory induction and training programs

Note: The links provided are accessible by Department of Education staff only.

Employee workgroup	Title	Contact for further information
All employees	Accountable and Ethical Decision Making training Complete training every 3 years.	Standards and Integrity T: 9264 4934 E: integrity@education.wa.edu.au
	Aboriginal and Torres Strait Islander Cultural Awareness	Culturally responsive professional learning T: 9402 6497
	Work Health and Safety for employees online professional learning	Health and safety support T: 9264 4921, option 3 E: EmployeeRelations.HealthandSafety@education.wa.edu.au
	Recordkeeping Awareness Training	Records Management T: 9264 4867 E: recmanhd@education.wa.edu.au
Central and regional office employees	TRIM Training is required to access TRIM. Recordkeeping Awareness Training is a prerequisite.	Records Management T: 9264 4867 E: recmanhd@education.wa.edu.au
Principals	Principal Eligibility Modules must be completed by first time principals prior to or within 6 months of appointment to a school principal position.	Leadership Institute T:1300 610 801 E: leadership.institute@education.wa.edu.au
	Asbestos Awareness Training is compulsory for principals.	Asbestos management support T: 9264 5415 E: EnvironmentalServices.Health@education.wa.edu.au
Principals, directors and managers	All staff must complete health and safety training upon commencing their role with the Department. Principals, director and managers must complete specific training in addition to the all-staff training within 3 months of appointment and must complete this additional training every 3 years.	Employee Relations Health and Safety T: 9264 4921, option 3 E: EmployeeRelations.HealthandSafety@education.wa.edu.au
School staff	Anaphylaxis training Complete training every 2 years.	Student Engagement and Wellbeing T: 9402 6448 E: studentengagementandwellbeing.branch@education.wa.edu.au
All employees working with children, have contact with students, and their line manager.	Child protection and abuse prevention Complete training within 6 months and repeat every 3 years This training is also required for school chaplains and student wellbeing officers, those employed by Clontarf Academy and those who are engaged to deliver engagement programs for Aboriginal girls and young women.	Child protection consultation T: 9402 6124 E: child.protection@education.wa.edu.au

Site managers, deputy principals, managers corporate services	Asbestos Awareness Training is compulsory for site managers, deputy principals and managers corporate services.	Asbestos management support T: 9264 5415 E: EnvironmentalServices.Health@education.wa.edu.au
Remote Teaching Service	Remote Teaching Service induction All employees new to the Remote Teaching Service are required to participate in structured induction programs prior to and during the early part of their employment.	Teach in WA T: 9264 4412, option 2 E: teachinwa@education.wa.edu.au
Graduate Teachers	Graduate Teacher Induction Program is compulsory for graduate teachers during the first 2 years of teaching.	Graduate Teacher E: graduateteacherprogram@education.wa.edu.au
Education Assistants	Union induction session for Education Assistant It is mandatory for education assistants to be scheduled into a union induction. For a new employee working at a school in the metropolitan region within 3 months of the employee's start date. For a new employee working at a school in a regional area within 6 months of the employee's start date.	Workforce Management T: 9264 5406 E: HRWorkforce@education.wa.edu.au
Cleaners	Cleaner's induction occurs on the day they commence. All new cleaners and cleaners in charge must complete practical cleaning workshops within 3 months of their commencement.	Cleaner and gardener training E: StrategicAssetServices.Training@education.wa.edu.au
	Asbestos Awareness Training is compulsory for cleaners in charge.	Asbestos Awareness T: 9264 5415 E: EnvironmentalServices.Health@education.wa.edu.au
Gardeners/ handypersons	School gardener training All new gardeners/handypersons must complete practical gardening workshops as soon as they start work, and every 2 to 3 years.	Cleaner and gardener training T: 9264 4693 E: StrategicAssetServices.Training@education.wa.edu.au
	Asbestos Awareness Training is compulsory for senior gardener/gardeners.	Asbestos Awareness T: 9264 5415 E: EnvironmentalServices.Health@education.wa.edu.au
Swimming Instructors	All new swimming instructors must complete their induction within the first 2 days of appointment.	Swimming and Water Safety T: 9402 6195 E: vacswimstaffing@education.wa.edu.au
Science Teachers and Laboratory Technicians	Hazardous Chemical Training All new Science Teachers and Laboratory Technicians must complete the Hazardous Chemical training.	Health and safety T: 9264 4921, option 3 E: EmployeeRelations.HealthandSafety@education.wa.edu.au
Site health and safety representatives	Asbestos Awareness Training is compulsory for site health and safety representatives.	Asbestos Awareness T: 9264 5415 E: EnvironmentalServices.Health@education.wa.edu.au

All policy and procedural statements contained within this document are lawful orders for the purposes of section 80(a) of the Public Sector Management Act 1994 (WA) and are therefore to be observed by all Department of Education employees.

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